

**Lunenburg Council on Aging
Meeting Minutes
August 11, 2015**

Minutes approved at the 9/8/15 COA meeting

CALL TO ORDER: Chairperson Pete Lincoln called the meeting to order at 9:34AM.

Present: Pete Lincoln (Chairperson), Susan Doherty (Interim Director), Debbie Lincoln, Sarah Grant, Diane Nowd, Betty DiGiacomo, Kevin McNally, Judy Tarbell, Jacquelyn Dwyer, & Jane Rabbitt.

Excused: Cheryl Moisan & Brian Guenard

Guest: Logan Marshall

ANNOUNCEMENTS:

- **Eagle Scout Walkway:** Eagle Scout Candidate Logan Marshall came before the board to explain his plans for the walkway he will be building to connect the upper and lower parking lots at the senior center. The original plan was to make the walkway out of concrete but that has changed and it will now be made of pressure treated wood. The building permit has been received and he hopes to have this project completed by the beginning of the school year.
The board thanked Mr. Marshall for doing this project for the senior center.
- **Director Position:** Mr. Lincoln announced that Ms. Doherty will be appointed as the permanent Director of the Council on Aging by the Board of Selectmen at the Selectmen's meeting this evening. He explained that the hiring committee consisted of Kerry Speidel (Town Manager), Phyllis Luck (Selectmen member) and himself. Twelve people had applied for the position and four were chosen for interviews. Ms. Doherty was the most experienced candidate when it came to managing a senior center and they chose her for the position.
- **Welcome new COA (Council on Aging) Board Member Jane Rabbitt:** Mr. Lincoln introduced and welcomed Ms. Rabbitt to the COA board. Ms. Rabbitt commented that she had been officially sworn in by the Town Clerk the day before.

MINUTES APPROVAL: Ms. DiGiacomo moved to accept the June 9, 2015 Council on Aging minutes.
Ms. Lincoln seconded. On vote, motion carried unanimously.

CURRENT BUSINESS

1. Election of COA Vice-Chairperson: Ms. DiGiacomo moved to elect Jacquelyn as the COA Vice Chairperson.
Ms. Nowd seconded. On vote, motion carried unanimously.

2. Boston Post Cane Recipient: Ms. Dwyer presented the board with Boston Post Cane recipient paperwork which she had updated.

Mr. Lincoln informed the board that he had spoken to a member of the Board of Selectmen who informed him that there was no protocol to follow concerning the awarding of the Boston Post Cane, therefore, it was decided that the oldest person living in Lunenburg, Sarah Powell, age 101, will be the next recipient.

Discussion ensued regarding who should be the "point person" when the Boston Post Cane needs to be awarded. It was decided that this has always been up to the COA Director and will remain that person's responsibility.

Ms. Doherty has sent a letter to Ms. Powell informing her of this award and will be meeting with her to discuss public relation matters for the presentation of the cane.

The updated paperwork will be used for future Boston Post Cane information.

3. Director's Report:

Ms. Doherty informed the board that Paul Grunditz has been hired as an "on call" senior van driver.

Lunenburg Public Access has begun filming the new Eagle House Public Service Announcement.

The hours of operation will be changing as of September 1st to Monday – Thursday 8am-5pm.

Special programming will begin in October on Wednesdays and the senior center will be open from 8am-8pm on those days.

There will be an "Open Meeting Law" training session scheduled in September facilitated by Lunenburg Town Counsel. The Town Manager would like a head count of board members interested in attending.

- **Budget Report:** Adjustments were needed in the FY16 salary line for the kitchen aides. Due to lack of funding, kitchen aide hours were reduced by 8 hours weekly.
- **Property Tax Work-Off Committee:** Ms. Doherty reported that she had been appointed to the Property Tax Work-Off Committee by the Board of Selectmen. The next meeting to start plans for next year's program will be on September 15, 2015.
- **Building Repair Progress:** No further building repairs have been done. The water damaged hallways will be painted after the roof in the front foyer has been repaired.
- **Eagle Scout Walkway:** Discussed under announcements
- **Meal Site Resignations:** Jeanne Tatro has submitted her resignation to Ms. Doherty and her last day will be on August 26, 2015.
Ruth Swiecicki also informed Ms. Doherty that her last day of employment will be on September 15, 2015.

4. Wish List for Submission to Supporters of Eagle House Inc.: No Report

5. Update on Eagle House Recreation Area: Mr. Lincoln reported that plans are still in progress to add to the recreation area behind the senior center. Currently property lines are being determined between the "Jones House" and the senior center in order to plant new arborvitae bushes as a property divider.
Dave McDonald plans to begin building the shuffle board court in the fall and the Eagle House Supporters Inc. have agreed to purchase a shed and benches for the area.
Also discussed was the possibility of adding extra lighting to the back of the building.
Mr. McNally will research the cost of sheds and lighting and Mr. Lincoln will look into the purchase of the arborvitae bushes.

6. COA Volunteer Cookout Monday August 17, 2015 11am-2pm: All board members were reminded of the upcoming COA Volunteer cookout to be held on 8/17/2015. Ms. Doherty informed the board that all food has been ordered and the police and fire have agreed to do the cooking.

7. Task Groups Re-Organization/Liaison to Eagle House Supporters Inc.: Re-Organization and discussion on purpose of task groups was tabled until the September COA Meeting.
Deb Lincoln volunteered to be the liaison to attend the Eagle House Supporters Inc. meetings.

- **Advocacy** (*charge of task group is to deal with elder issues within Lunenburg*)
Ms. Dwyer presented changes to the board which were made to the Boston Post Cane recipient determination
- **Communication** (*charge of task group is to deal with how the staff, board members and senior center participants communicate with each other.*)
- **Public Relations** – (*charge of task group is to further investigate how to reach a broader audience*)

NOTICES & COMMUNICATIONS: A note from Doreen Noble was read to the board thanking them all for their support while she was the COA Director.

BOARD COMMENT: Members discussed manning a COA information booth at the Lion's Club Fair in September at Stillman Farms. Ms. Lincoln had received quotes for printing of informational flyers which ran between \$135 - \$371.

PUBLIC COMMENT: None

ADJOURNMENT

Being no further business, Ms. Dwyer moved to adjourn the COA meeting. Ms. Grant seconded.
On vote, motion carried unanimously.
Meeting adjourned at 11:10AM

UPCOMING MEETING SCHEDULE

September 8, 2015, 9:30am